

Department of Planning and Zoning

149 Church Street
Burlington, VT 05401

Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7142 (TTY)

www.ci.burlington.vt.us

David E. White, AICP, Director
Ken Lerner, Assistant Director
Sandrine Thibault, AICP, Comprehensive Planner
Jay Appleton, Project Planner/GIS
Scott Gustin, AICP, Senior Planner
Mary O'Neil, AICP, Planner
Nic Anderson, Zoning Clerk
Elsie Tillotson, Department Secretary



Request for Proposals (RFP) for Professional Planning Services *Burlington VT, Downtown/Waterfront Plan Climate, Energy and Green Infrastructure Analysis*

Date of Issue: May 16, 2011

Proposal Deadline: 4:00pm June 3, 2011

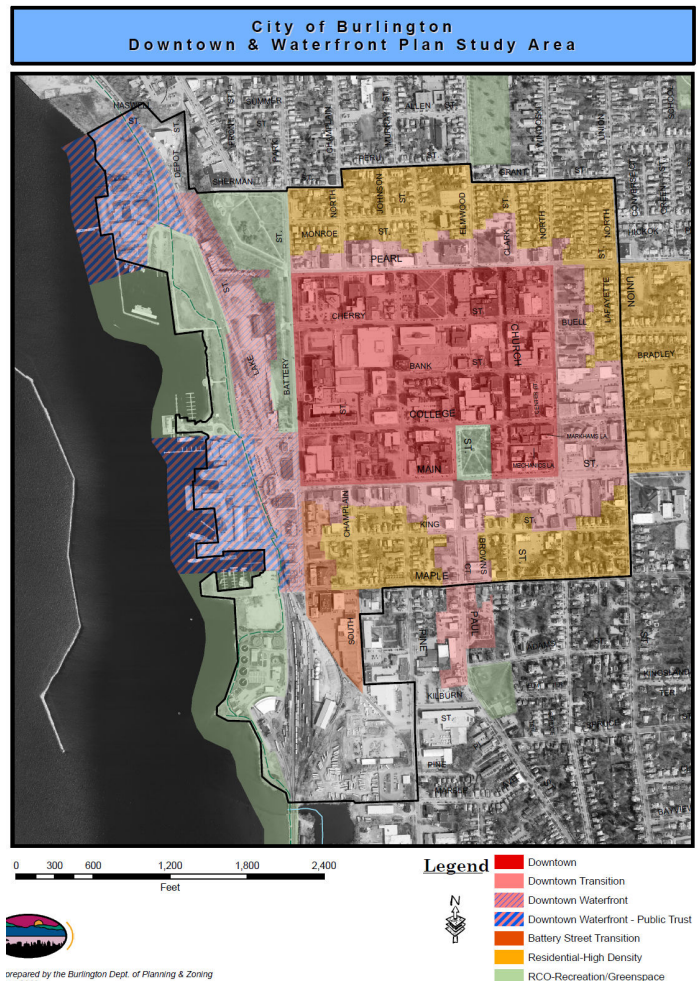
The City of Burlington is seeking the services of a qualified urban planning professional, firm or team to complete a climate, energy and green infrastructure analysis that will help identify existing facilities, gaps and opportunities in Burlington's Downtown/Waterfront Plan study area.

Project Background

The development of a land use and development plan for Burlington's Downtown and Waterfront has been a long-standing action-item in the City Municipal Development Plan since at least 1996. In September 2009, the City Planning Commission and Dept. of Planning & Zoning were directed by the City Council to develop a scope of work, timeline, and budget for such a project. While many other planning efforts involving the downtown or waterfront have taken place over the years, none have been as comprehensive in scope and strategic in design.

In the fall of 2010, Burlington's Planning and Zoning Department received a Sustainable Communities Challenge Planning Grant providing a unique opportunity to invest in the future, and advance Burlington's place as one of America's most livable and sustainable communities. Burlington struggles to address complex urban challenges in a small, under-resourced New England community with big ideas and even bigger ideals. We struggle with how to really become the community we say we want to be.

The plan will refine broad city-wide goals for sustainable development into focused, actionable, area-specific strategies to ensure the vitality of the central core of our community and enable us to achieve our community vision. The planning process will place an emphasis on ways to promote and improve mixed uses and quality urban design, affordable and workforce housing, transportation and parking management, and the quality and capacity of public infrastructure. Our intent is to identify, understand, and address current barriers to the creation of new infill development. At the same time we need to make the hard decisions necessary to facilitate the continued evolution and maturation of this vital and dynamic mixed use district.



prepared by the Burlington Dept. of Planning & Zoning
per 2009.

The planning process we are about to undertake will help us to address many questions regarding the future of Burlington's Downtown and Waterfront including:

- How to encourage and accommodate infill development on under-utilized sites - particularly for workforce housing and office uses?
- How to enhance Burlington's economic vitality and build upon our creative and entrepreneurial spirit?
- How to support additional development without compromising important views and Burlington's character and scale?
- How to balance mitigation of traffic congestion and parking demand with desires for expanded public transit?
- How to leverage future downtown development to facilitate and support expanded public transit service and visa-versa?
- What kinds of waterfront activities and improvements can we encourage without compromising public access to the lakeshore?
- What land-side improvements are necessary to support future harbor activities?
- What public investments can we make that improve lake quality, reduce stormwater overflows, save energy, improve traffic flow and safety?
- How to encourage and support more "green" building and development?
- How to grow smarter and use our compact mixed-use urban form as a tool to reduce greenhouse gas emissions?

This first activity of the project proposes the preparation of a comprehensive inventory and assessment of existing conditions in the study area to identify the primary needs, challenges and opportunities. This assessment will provide the information and perspective necessary to develop a meaningful and realistic visioning and planning process, and includes a climate, energy and green infrastructure analysis sub-task which is the subject of this RFP.

This particular RFP - Climate, Energy and Green Infrastructure Analysis

Scope of Work and Final Products

This analysis will enable the city to envision, define, and create a shared and desirable energy future focused on the downtown/waterfront planning area but applicable to the city at-large. Outcomes will include the identification and prioritization of energy cost saving and greenhouse gas (GHG) reduction opportunities, and future local renewable energy and energy efficiency investment opportunities. The City has recently completed its Climate Action Plan. Please visit the website for more information: www.ci.burlington.vt.us/cap/ as this work should build upon the existing CAP.

The Consultant(s) will be working under the direction of the Department of Planning & Zoning staff throughout the development of the project. The Consultant(s) will also be expected to independently collaborate with other relevant City Departments in order to gather and synthesize relevant information.

Anticipated Work Tasks:

Task 1: Inventory/Document existing, and identify the potential and challenges facing further development of each of the following within the study area:

- Alternative/Renewable Energy: wind, solar, geothermal, district energy (summarize new analysis)
- Transportation: alternative fueling (CNG, electric, hydrogen), bike sharing
- "Green" Buildings
- Green Infrastructure: green roofs, low impact design stormwater management, tree canopy (summarize existing inventory and master plan), urban agriculture

Task 2: Summarize current literature and analysis regarding development downtown v. suburbs v. rural areas as it relates to the overall carbon footprint and impact on GHG emissions. Employ readily accessible local/regional data to localize these analyses where possible in order to develop metrics by which to measure and articulate the impact/benefit of

downtown development (e.g. if there were an “x”% increase in the number of downtown employees who were to also live downtown there would be a “x” decrease in VMT and GHG emissions).

Task 3: Summarize the current state of the art implementation in similar communities (by size, geography, climate, character, etc.) in each of the areas evaluated under Task 1 and other relevant topic areas that may be missing.

Task 4: Implementation Recommendations

- Develop recommendations and examples of strategies the City should consider employing to encourage and support expansion in their use including measurable goals and objectives, policy, regulation, standards, guidelines, public-private partnerships, and financing.
- Develop recommendations how to best market Burlington’s livability and what types of improvements or marketing can we do that will help to put (or keep) Burlington on the map in terms of livability.

Specific Deliverables:

- Executive summary highlighting methods, procedures and assumption as well as analysis of current zoning buildout.

Responsibilities of the City:

- Provide access to all available relevant geographic information, databases, plans, reports, studies and maps;
- Assist with coordination with other city departments;
- Provide assistance and oversight of mapping and geographic analysis as necessary.

Schedule and Submittals

Responses to this RFP must be received no later than: **4:00 pm, June 3, 2011**

Selection of the consultant(s) will be complete by: **June 10, 2011**

All data development and analysis should be completed by: **August 30, 2011**

All materials, maps, data, and documents prepared under this project should be provided to the City by: **August 30, 2011**

Consultant Selection Criteria

In selecting the Consultant, the City will use the following criteria:

Review Criteria	Weight	Max Points	Points * Weight
Overall quality of the Scope of Work	5	5	25
Qualifications/Expertise of Proposed Staff	4	5	20
Experience on similar projects	4	5	20
Ability to meet Project Schedule	3	5	15
Understanding of the Project	2	5	10
Proposal Cost	2	5	10
TOTAL			100

Submission Requirements

Responses to this RFP should contain the following:

1) A Technical Proposal (not more than 15 pages) consisting of:

- A cover letter expressing the firm's interest in working with the City including identification of the principal individual(s) that will provide the requested services;
- A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
- A scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
- A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task;
- A proposed schedule that indicates project milestones and overall time for completion;
- A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list;
- Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

2) A Cost Proposal consisting of:

- A composite schedule by task of direct labor hours;
- An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant.

****This information must be RECEIVED by 4:00 pm, June 3, 2011 to be considered. Proposals MUST be submitted in digital format (PDF) to the email address below. Applicants will received a confirmation email once the proposals are received. Please ensure that the document is easily printable, so use regular paper formats (8X11, 8X14 and/or 11X17).**

Send submissions to:

Sandrine Thibault, AICP, Comprehensive Planner
sthibault@ci.burlington.vt.us

For Questions contact David E. White at:

dewhite@ci.burlington.vt.us
Direct Phone: 802-865-7194

This solicitation of proposals in no way obligates the City of Burlington to award a contract.

Equal Opportunity – The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.